



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

GRANT MANAGEMENT MEMORANDUM
2009-14

Date: November 4, 2009

To: All California Emergency Management Agency Subgrantees

From: Homeland Security Grants

RE: January 2010 Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops

You are invited to the January 2010 BSIR/ Fiscal Management Workshop sponsored by the California Emergency Management Agency (Cal EMA).

The workshops are intended for those new to grants management and anyone who can benefit from a BSIR overview. Cal EMA representatives will discuss reporting and technical requirements to help you prepare for the **BSIR deadline of January 25, 2010**.

The one-day training has two parts. Morning sessions focus on the Financial Management Forms Workbook (FMFW) and associated cash requests, funding advances, and project modifications. Afternoon sessions provide instruction in Grants Reporting Tool (GRT) modules and tabs necessary to complete the BSIR for **FY05, FY06, FY07, FY08, and FY09**. Data entry into the PSIC module will also be discussed.

You will find attached our schedule of four workshops. We look forward to your participation.

- **RSVP in advance:** Christopher.Sampang@calema.ca.gov 916-324-9313

For more information, contact:

- Sabra Bowen: Sabra.Bowen@ohs.ca.gov 916-324-9315
- Rose Nguyen: Rose.Nguyen@calema.ca.gov 916-322-2607
- Cal EMA Program Representatives

Sincerely

John Isaacson, Chief
Homeland Security Grants